

SENIOR OFFICER SCHOOLS

(12)

Nineteen candidates to attend the 1959-1960 sessions of the Defense Colleges, the Advanced Management Course at Harvard University, and the new Senior Officers Course of the Foreign Service Institute, will be selected early this fall. Alternates will also be selected in case circumstances prevent the principals from attending or ~~in the event that~~ additional spaces in these schools become available.

Much interest is shown each year in the nomination and the selection of candidates to represent the Organization in these schools, since they are in fact the personal representatives of the Director to these institutions. The Career Council considers the candidates submitted by the Deputy Directors and makes its recommendations to the Director, who approves all persons to participate in the Senior Officer Schools. The system of selecting candidates for all ^{these} schools at the same time puts selection on a competitive basis. Candidates are chosen early in the fall for sessions scheduled the following year in order to allow more lead time for individuals who will attend to make their plans and for supervisors to obtain replacements.

In selecting an Organization representative to attend a senior staff training school, particular attention is given to the individual's qualifications, his current and possible future assignments, and also to his ability to contribute to the ^{particular} ~~respective~~ program. Participation in this high-level training broadens the individual's perspective, develops his potential, and helps to make him an executive of greater value to the Organization.

Since 1948 ⁸⁰ ~~eighty~~ senior individuals in the Organization have attended sessions of the Defense Colleges and the Harvard Management Course. It is hoped that arrangements can be made in the future for more representatives to have the benefit of participating in the training offered at the Senior Officer Schools.

THE NEW FITNESS REPORT

The new Fitness Reporting system for the Organization will become effective ~~as of~~ 1 January 1959. The new form will be available in the field and headquarters ^{before} ~~prior to~~ that time.

The Fitness Report is contained in one page with an attached Instruction Sheet, which eliminates the need for a handbook. The new procedure for submitting annual reports provides for a schedule of due dates which is based on grade levels, replacing the old cycle based on EOD dates. This system results in all individuals in the same grade level being evaluated at the same time.

The form and procedures, which were developed by a task force working under instructions from the Career Council and ~~which~~ had its approval, were sent to ⁶⁰ ~~sixty~~ selected supervisors in the Organization for review and comment. This test run was very successful and many valuable suggestions were made and have been incorporated in the new form.

Every effort has been made to develop an effective fitness reporting mechanism and it is hoped that this new system will help in producing good personnel-evaluation information, which is essential to management in our Organization.

~~CONFIDENTIAL~~

Approved For Release 2002/09/03 : CIA-RDP78-04724A000200020019-2

(14)

CERTIFICATE OF MERIT WITH DISTINCTION

The Director has recently approved the establishment of an additional Organization award ^{of} the Certificate of Merit with Distinction, which is accompanied by an honorarium ^{that} ~~which~~ may vary between \$200 and \$5,000. This certificate may be awarded to any person officially affiliated with the Organization for meritorious service or outstanding performance, which may include acceptance of hazard or unusual conditions ~~over and~~ beyond the normal requirements of ~~the~~ assigned duties. The honorarium, ~~the amount of~~ ~~which will be determined by the Honor and Merit Awards Board,~~ will be given to all individuals to whom this award is made unless the recipient is prohibited by law from receiving additional compensation.

The Career Council felt there is a need in the Organization for an additional certificate with a flexible monetary emolument in order to permit recognition of outstanding performance or service which is clearly above the scope of the existing Certificate of Merit with the fixed honorarium of \$100. By the use of these two certificates for recognition of performance at different levels, a merit as well as an honor awards program is established in the Organization. It is believed this will stimulate wider use of the existing Certificate of Merit for superior performance of duty at the junior level.

The Honor Awards Board, now renamed the Honor and Merit Awards Board, will establish the criteria for granting the new certificate and will recommend to the Director the amount of the honorarium to be given in each case. The Board reviews all recommendations for ~~all~~ honor and merit awards, and ~~integrated~~ recommendations to the Director, who approves each individual award ~~subjected to individual systematic review.~~

Regulation No. which outlines the policies and procedures for the administration of the Honor Awards Program in the Organization, will be revised to include information concerning the new Certificate of Merit with Distinction.

Approved For Release 2002/09/03 : CIA-RDP78-04724A000200020019-2

~~CONFIDENTIAL~~

~~SECRET~~

This document is part of an integrated file. If separated from the file it must be

24
DRAFT 19 August 1958

epc

25X1A

LONG TERM TRAINING SCHEDULE PUBLISHED Don Toome

For those who may wish to plan training for themselves or for personnel under their supervision, the Office of Training has published a listing of scheduled courses covering the period from September 1958 through June 1959. Arrangements for enrollment will be made through the Registrar of the Office of Training.

SECRET

(1/4)

DRAFT 19 August 1958

[redacted] :epc

25X1A

AWARDS GRANTED FOR LANGUAGE SKILLS

Limit Score

In the ^{*The Support Bulletin*} last issue of ~~this publication~~, you read of the procedures ^{*for*} governing the administration of foreign language proficiency tests.

Enthusiasm for the program continues to grow. Many employees who were unable to meet a scheduled date for a test in the first half of the year are now arranging to be tested during this latter half.

Thus far this year awards for the achievement and maintenance of foreign language skills have totalled approximately \$60,000. The amounts of individual awards have ranged from a low of \$25 ~~to~~ ^{*few cases*} to a high of \$400.